

DESC-CPB

MEMORANDUM FOR DESC-

SUBJECT: Delegation of Authority for _____ as a Cardholder

You are authorized to obtain supplies and non-personal services and to pay for them using the government purchase card (Visa). Any single purchase may not exceed \$____. Nor may your total monthly purchases exceed \$_____.

The supplies and non-personal services you obtain with the purchase card must be for official government requirements and be consistent with your assigned responsibilities and any monthly purchase limits established by the billing official designated to review your purchases, to satisfy legitimate requirements. This authorization does not exempt you from requirements set forth in the DoD Financial Management Regulation Vol 10, Chapter 12, Section 120212 when procuring training services..

All purchases must be made in accordance with applicable laws and regulations including, but not limited to, the DoD, Financial Management Regulation, Defense Logistics Agency Instruction for Government-Wide Commercial Purchase Card Program, and Defense Energy Support Center Purchase Card Procedures.

This delegation also does not authorize you to purchase certain prohibited supplies and services. Those restrictions are listed in the DESC Purchase Card Procedures. If you purchase such supplies or services, you shall be subject to fines and adverse disciplinary action for misusing the card.

Your billing official will periodically review your use of the card. He/she may determine that you no longer need to use the card and therefore cancel it. He/she may also confiscate your card or reduce your monthly purchase limit to \$0.00 if you misuse the card, such as allowing someone else to use your card.

When you separate from the organization, through dismissal, retirement, transfer, or for any other reason, this delegation is automatically terminated and the purchase card must be returned to your billing official for destruction. The billing official must notify the APC in DESC-CPB, so that your account can be cancelled in the bank's system.

Point of Contact for this action is Ann Sielaty who can be reached on (703) 767-7627 or Phoebe Rolen who can be reached on (703) 767-8603.

SHARON L. MURPHY
Center Senior Procurement Official

Exhibit 1